



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Adrian Fenty, Mayor

Office of Partnerships and Grant Services

Common Grant Application

The Executive Office of the Mayor, Office of Partnerships and Grant Services has developed a Common Grant Application to facilitate the application process for all District of Columbia grant making agencies. All attachments and documents needing notary and/or signature should be sent pursuant to the RFA guidelines.

This document is intended to be used as a template for which grant making agencies should adapt to make appropriate for their purposes.

Application Check List

Pursuant to City Wide-Grants Manual and Sourcebook 8.3 the following documents are recommended to demonstrate performance standards. (Granting agencies may require additional documents.)

☐ **Attachments**

- **Conflict of Interest Policy:** A conflict of interest arises when a person in a position of authority over an organization, such as a director, officer, or manager, may benefit personally from a decision he or she could make. A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive an appropriate benefit. (IRS 1023 form) This document shall be agreed upon and signed by all board members.
- **Current fiscal year budget:** Submit your organization's full budget (projected income and expenses) for the current fiscal year.
- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Balance Sheet:** The balance sheet can be obtained directly from the organization's financial system. This document is a snapshot of the organization's position at a point in time. The balance sheet includes assets, liabilities and net assets/equity. This financial statement will help the granting agency determine your organization's financial capabilities.
- **Tax Exemption Letter (if applicable):** Provide a copy of your organization's tax status.



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- **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue *it will take approximately 7 to 10 business days to process.*

- ☐ **Organizational Summary Sheet**
- ☐ **Organizational Contact Sheet**
- ☐ **Budget Worksheet – Attachment A**
- ☐ **Brief Program Overview**
- ☐ **Narrative**
- ☐ **Evaluation Plan**
- ☐ **Collaboration**
- ☐ **Sustainability Plan**
- ☐ **Certifications, Licenses, and Assurances (Must be notarized)**
- ☐ **Acknowledgement of District and Federal Statutes (Signature)**



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Request for Application Provisions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.



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Organizational Summary Sheet

Date of Application

Funding Agency

Grant Number

Grant Name

Legal Name of Organization

Doing Business As (if different)

Mailing Address

Zip Code

Fax

Federal Tax ID

Web Address

**Year Organization
Founded**

**Organizational
Mission**

**Organizational
History and
Goals**



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Organization Contact Sheet

Executive Director

Name

Telephone

Title

Primary Project Contact

Name

Telephone

Title

Financial Officer

Name

Telephone

Title



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Budget and Funding Information

Organizational Fiscal Year _____

FY Budget _____ **Income** _____ **Expenses** _____

List all District of Columbia Government agencies the organization has previously received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title</i>



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Board of Directors List

Name	Phone	Email	Length of Term	Position on Board	Primary Affiliation
				(i.e. Chairman, President, Treasurer)	(i.e. Children's Hospital, Community Member, Bank of America)

Human Resources

Number of Full Time Employees: _____ **Number of Part time Employees:** _____

Number of Volunteers: _____



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Brief Program Overview

Name of Program to be funded:

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In 2-3 Sentences describe what the purpose of the requested grant:

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Mark all wards you will serve with this grant:

1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____ 7 ____ 8 ____



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Duration of Project (Begin/End Dates)

Funding Request

Amount Funding Requested

Total Project Budget

Which type of funding is your organization seeking? (Please review RFA carefully to ensure that the type of funding your organization is seeking is allowed.)

_____ **Program Support**

_____ **Capital Support** (*Acquisition, construction, renovation, or improvement of property*)



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Narrative

In 10 pages or less answer the following questions (use continuing separate pages for each question if necessary). If question does not pertain to your organization enter N/A.

A. Program Support

- 1. What is/are the issue(s) and/or need(s) to be addressed and what is the evidence of this need?*
- 2.*
- 3. Describe the population to be served with this grant.*
- 4. For new programs: Describe how the program approach was developed. For ongoing programs: Enumerate the measureable outcomes (concrete changes or impact). How does your organization plan to address these needs?*
- 5. Is your program using “best practices”? Has this program been shown to be effective in other settings, based on national standards etc.?*
- 6. What is your implementation plan for this project (specify the sequential steps that you plan to initiate)?*
- 7. Demonstrate your organization’s capacity and past experience to implement the proposed project.*

B. Capital Campaign Request (Acquisition, construction, renovation, or improvement of property)

- 1. Discuss the need feasibility, and cost of the capital campaign, and its implications for the organization’s ongoing (and future) operational expenses.*
- 2. Clearly identify the target area stakeholders and explain how target area stakeholders were involved in the planning and implementation of this grant proposal.*
- 3. Explain how the proposal will effectively build or strengthen the area neighborhood(s) and community relationships*
- 4. Specify whether purchase agreements or purchase options are signed or imminent (identify such options and agreements).*
- 5. Specify whether regulatory approvals are in place or are imminent (Specify which agency is involved in the approvals).*



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6. *What is the implementation plan for this project (describe in detail the sequential actions that are expected to occur)?*
7. *Specify loans, including amounts and terms. List any outstanding bonds, or bond applications.*

Evaluation Plan

For program and capital grants. In three pages or less discuss your evaluation plan. This section presents the goals of the project; process objectives and outcome objectives. Objectives must be defined and measurable within the proposed project timelines. Include the measureable indicators for the project. Applicant should also discuss the source and methodology for gathering data.

Collaboration(if applicable)

For program, and capital Grants. In one to two pages discuss how your organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources.

Sustainability Plan (if applicable)

In two pages or less please discuss how you plan to sustain the program after the granting period. Include all funding sources secured and pending for this project.

Application is made for a grant under the above-mentioned Grant to the District of Columbia in the amount of and for the purpose stated herein. I certify that is application is true to the best of my knowledge, and if awarded the application will conform to the conditions set forth by the Agency of which this request is granted.

Signature of Authorized Official and Title

Date



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Certifications, Licenses and Assurances

Financial Records

All sub-grantee fiscal records are to be kept in accordance with [**Generally Accepted Accounting Principles (GAAP)**] and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

Overdue Due Taxes

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

Administrative and Financial Capability

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

That the applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the applicant has a satisfactory performance record performing similar activities as detailed in the award.

The applicant has a satisfactory record of integrity and business ethics;

The applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The applicant is in compliance with the applicable District licensing and tax laws and regulations;



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Misconduct Certification

The applicant hereby assures and certifies compliance with the following that no officers, partners, principals, members, associates or key employees, within the last ten (10) years prior to the date of the application, has:

been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or

been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Assurances

Granting making agencies shall include only those assurances applicable to their grant making operations. Assurances herein are not all inclusive.

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.



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3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and



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notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.



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CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

The District of Columbia

This document was acknowledged before me on _____ [Date] by

_____ [name of principal].

[Notary Seal]

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: _____

Acknowledgement of Authorized Representative

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

Typed/Printed Authorized Representative and Title

Signature of Authorized Representative



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Applicable District and Federal Statutes and Regulations Acknowledgement

The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 USC cha. 85 et seq.
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (29 U.S.C. 651 et seq.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et seq.)
- Military Selective Service Act of 1973



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- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

Authorized Representative Signature and Title

Date